

PUBLIC INFORMATION AND COMMUNICATION SERVICES
(PICS)

NIH - TASK ORDER

RFTOP#173

TITLE: Design a Web Site for NLM Board of Regents

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis
Phone: 301-402-3073 Fax: 301-435-6101

Proposal Address:	Billing Address:
6011 Executive Blvd., Rm. 529S	Accounts Payable, OFM, NIH
Rockville, MD 20892-7663	Bldg. 31, Rm. B1B39
	Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 90 days from task order award.

C. PRICING METHOD: T&M

D. PROPOSAL INSTRUCTIONS: Proposals should be brief and submitted by e-mail. Electronically attached samples/hotlinks are acceptable and encouraged. Please enter in the subject line the following text, "RFTOP#173 – Proposal from {insert your firm's name}." A signed task order form may be submitted electronically or will later be requested from the successful bidder.

E. RESPONSE DUE DATE: Monday, April 19, 2004 at 10:00 AM.

F. TASK DESCRIPTION

The Contractor will:

- 1) Design a Web Site that will list the members of the Library's Board of Regents. There are 10 appointed Regents and 11 Ex-Officio Regents.
- 2) For each Regent, there will be a photograph and a brief (200-word) career summary. NLM will provide CVs for the Regents.
- 3) Design the site and prepare a page for each Regent. There will be a Home Page for the Regents (see present Home page at <http://www.nlm.nih.gov/od/bor/bor.html>) and then a page for each Regent. At

present, there is just a listing of the Regents at
http://www.csr.nih.gov/Roster_proto/members.asp?cid=100744&Title=Board+o

- 4) Proposals may describe future increased utility and functionality for this site and NLM reserves the right to expand this project on a noncompetitive basis, if such action is determined to be in the best interest of the NIH.

NLM will maintain the Website in the future as new Regents are added. NLM expects to review proposed layout before approving for production.

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PART II - CONTRACTOR'S REPLY: CONTRACT _____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX # Signature - Project Officer Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____
Fax# 301-435-6101 Signature -Anthony M. Revenis, J.D., NIH-PICS Coordinator
Date